Working with Web Pages in Dreamweaver 8
updated June 05, 2007

Introduction and Preparation

In this tutorial you will be creating a fictitious book selling web site. Because the web pages that you will create will be linked to other pages and images it is important to start by

1. creating a folder which will contain your web pages and images. If you will be working on multiple machines you may want to create this folder on a jumpdrive or floppy disk.

    Please follow the following protocol for naming your folders and web pages

      o No spaces, extra periods, or special characters (except dashes or underscores)
      o No numbers at the beginning of the file name
      o Every file name must be unique
      o Use lowercased letters

2. Within your web site folder create another folder to contain your images.

    By having all elements of your web site contained within one main folder, you will be less likely to "break links".

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I. Setting Up Your Home Page

A. Open Dreamweaver

The first thing you will see when you open Dreamweaver 8 is the new Start page. This page provides quick access to most of the commands you need to get started with Dreamweaver. Begin by choosing "HTML". This will bring up a blank page in either Design view, Code view, or Split view--depending upon the preferences that were set. You can easily switch between views by clicking the "Code", "Split", or "Design" buttons in the objects toolbar. The example below shows the Design View.
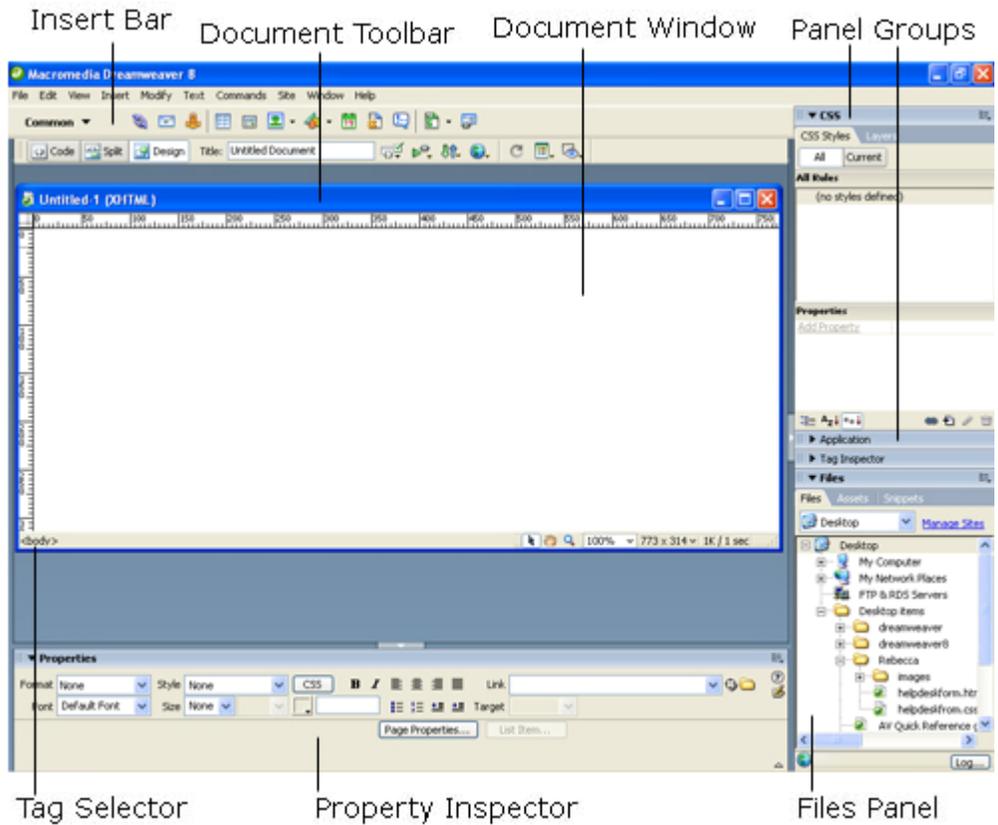
B. Save Your File

Save a new copy of your page in the folder that you created as "home.html" by clicking on the "File" menu and "Save As" option. Save frequently to prevent loss of data.

C. Give Your Page A Title

The title of your web page is the title that shows up in the title bar of the Web browser when someone opens your page. This title is very important as it is used to bookmark the page in Bookmarks (Netscape) or Favorites (Internet Explorer). Some search engines also use it to list your page.

1. Type "Elephant Press" for the title of your page in the top menu bar. You may also go to the "Modify" menu and select "Page Properties". In the Page Properties Window that opens select "Title/Encoding" from the category pane and type "Elephant Press" in the title blank.
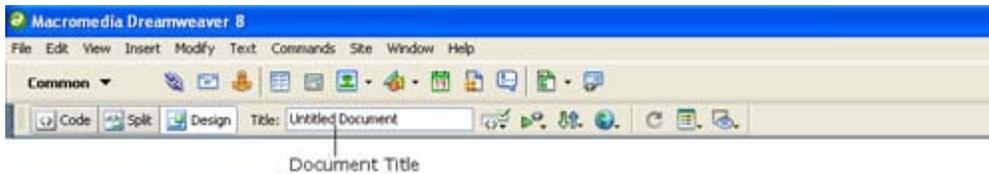
Document Title

2. File names and Titles: These are two very different things. The file name is always given to a page when you save it. You might think of it as a system name, the same way that a Word document is saved as a file. File names have extensions like .doc or .html. File names for web pages have very specific rules that you will need to follow:

- No spaces, extra periods, or special characters (except dashes or underscores)
- No numbers at the beginning of the file name
- Every file name must be unique

Titles are not file names. Titles describe in a very few words what the web page is about: My First Web Page, Washington State University Home Page, Hewlett Packard Printer Drivers, etc. Titles do not have file extensions and do not have to follow the same rules as file names.

- Can be separate words
- Can be any length
- Have no file extensions
- Can be used for more than one web page

D. Create A Table

Using tables to design web pages is a very common method of layout for web designers. By creating a table to place all of your web page elements inside of, you are able to align various parts of your page much more easily. We will design our web site using tables. Once we create the design and add major elements, we will be able to save that page with a new file name and reuse the design again and again. Never recreate the wheel.

For our Web site, we want a table that has one row across the top and two columns under that row.

1. Click on the "Insert" menu.
2. Click on "Table."
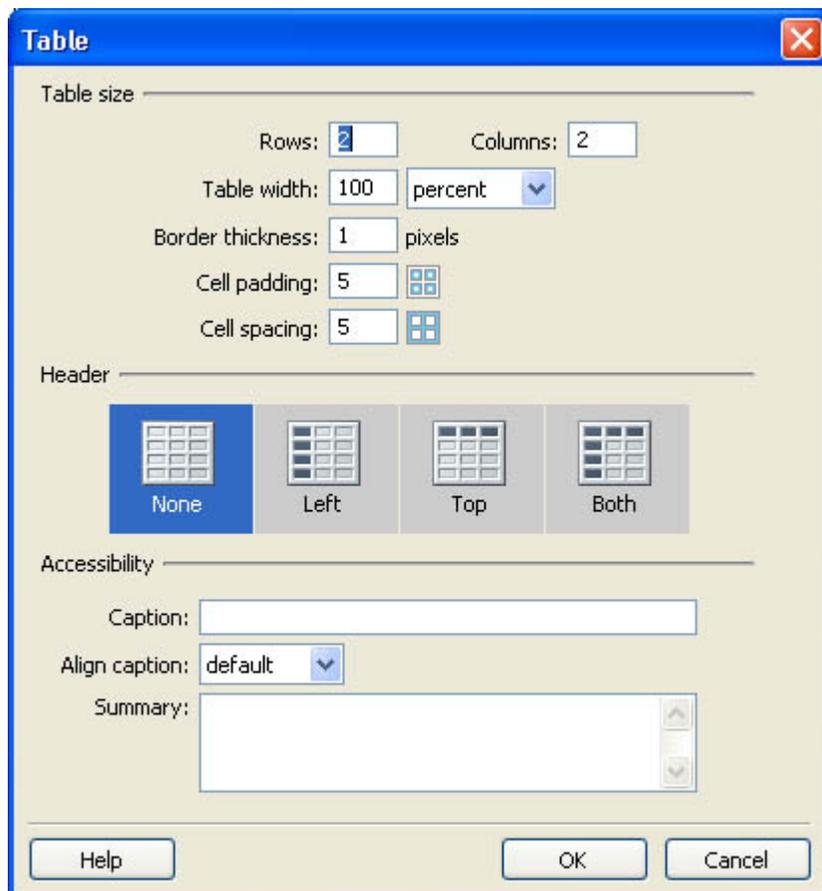
3. Change the table properties to include two (2) rows, two (2) columns, and a width of 100%. We will merge the two cells in the top row after we create the table.
4. Change the border to one (1). Having the table border on helps keep visual track of where text and images are in relation to everything else on your Web page. When we get ready to see what the page will really look like on the web, we can come back to the table properties and change the border to zero if we wish.
5. Set the Cell Padding and Cell Spacing to five (these measurements, by the way, are usually rendered in pixels – a pixel is a square of light/color that goes into making up the screen on your computer. We will talk more about pixels when we talk about images.).
    ○ Cell Padding is the space inside of the table cell surrounding the contents of the cell.
    ○ Cell Spacing is the space between the table cells.
6. Click on the Ok button and your table will be placed on your page. Note the Property inspector now has the table properties showing.
7. Merging table cells:
    ○ Click in the first cell of the top row, hold down the mouse button and drag across both cells in that row.
    ○ In the Property inspector, click on the merge cells button.

Merge Cells Button
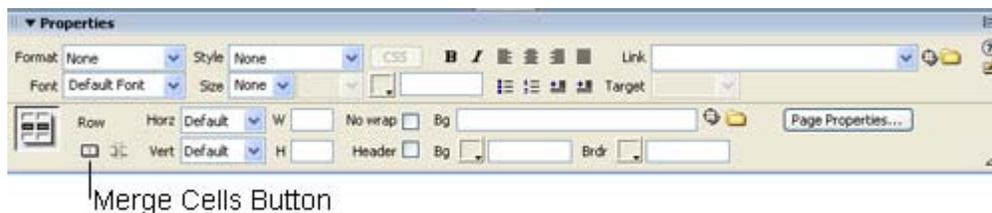
- o Your table should now have one row on top and two columns under it.

1. Change the vertical alignment. You will need to set the Vertical Alignment of each of the table cells. The default is for content in the table cell to be vertically aligned in the middle of the cell. The problem with the default occurs when one cell has a lengthy content next to a cell with only a few lines.

Line one Line two Line three Line four	Lots of content in this area will force scrolling just to be able to see the content in the left-hand cell. This problem is caused by the default vertical alignment in web tables. The default is "middle," which aligns all cell content vertically in the middle of the cell. To fix this problem, we need to reset the vertical alignment in each table cell to "top." This little table demonstrates what happens if the default is left alone.

- o Click in a table cell.
- o Click on the arrow next to the "Vert:" menu in the Property inspector Select "top."


Set vertical alignment of cells here
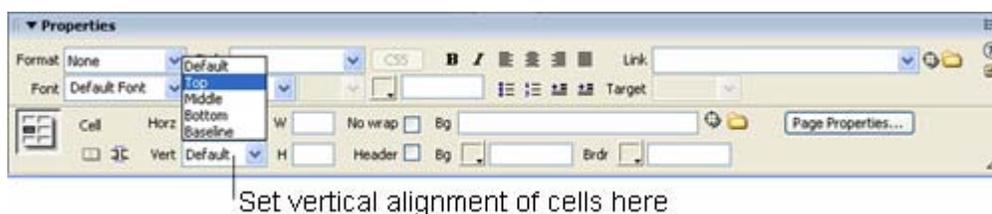
- o Repeat for each of the table cells.
- o Save your page. You are now ready to enter text, images, color, links and anything else you want on your page. You will be working inside of this table structure.

II. Adding Content To Your Home Page

A. Add a Heading To Your Page

1. Click on the first row of your table.
2. Type in the text for the Main Heading on your home page. For example:
   - Elephants and More Elephants
   - In the Wild and In Captivity
   - Remember to press the Enter key between each line
3. Select the first line of your title by clicking and holding down the mouse button; drag across the text to highlight it. **Remember:** anytime you want to do anything to text or objects on your web page, they must first be selected.
4. Change the text to a "Heading 1" using the Format Selector in the Property inspector
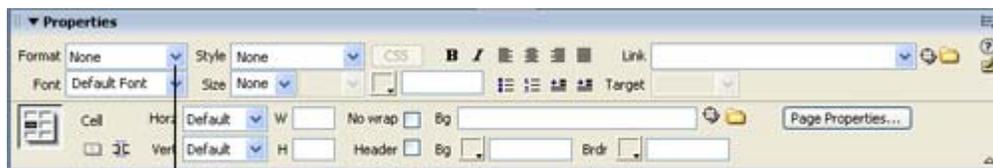
Text Formatting Selector

5. Select the second line of text and change it to a "Heading 2."
6. Save your web page.

B. Text Alignment, Font Face, Color and Style

1. Center the two headings by selecting both lines of text, and clicking on the Alignment buttons on the Property inspector.
2. Change the Font Face of your headings by selecting both lines of text and clicking on the "Font" drop-down menu, then clicking on the font face you want. For example: Arial, Helvetica, sans-serif.
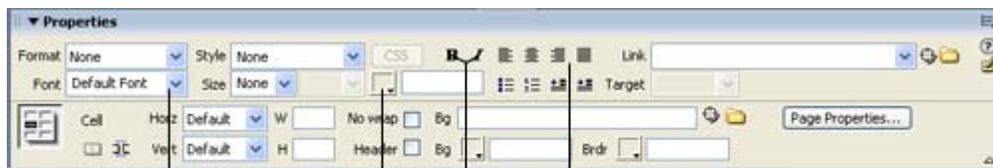
Font Menu   Color Selector   Text Styles Text Alignment Buttons

3. Change the color of the text by selecting both lines of text and clicking on the Color Selector box on the Property inspector. The Color Selector pops up and you can select the color you want by clicking on that color.
4. Change the text style you want by selecting both lines of text and clicking on the Bold and/or Italics buttons on the Property inspector.
5. Save your web page.

C. Add Text For Navigation Linking

Navigation around your site is very important. You want people to be able to click on a link to take them to another page, to allow them to see other information, or even to be able to download another type of document. Carefully consider the words you use when creating navigation links. Use text that is brief, but descriptive of where that link is going to take the user. For example, if you have a page that describes where you might find elephants, your link to that page might say: Geographic Locations, Where The Elephants Are, or something similar. Navigation on your web site also needs to be consistent and clear. You are now ready to add some links to other pages on your site.

1. Click in the second row, first column of your table.
2. Type the following text, pressing the Enter key after each entry:

   Elephant Press Home
   Elephants in the Wild
   Elephants in Captivity
   Portland Oregon Zoo
   Copyright/Disclaimer

3. Save your web page.

D. Making Hyperlinks

Hypertext links are text or images that take you to other pages or web sites when clicked on. In general, links are made by selecting the text you want to be a link and indicating the web page or web site to link to.

1. **Internal Links:** links to other pages YOU have created.
   - Select the text: Elephant Press Home
   - Type in the name of your home page file (home.html) in the Link box of the Property inspector.

Enter file name or web address

   - Select the text: Elephants in the Wild
   - Type the file name "wild.html " in the Link box of the Property inspector. We have not created this page yet, but we will.
   - Select the text: Elephants in Captivity.
   - Type the file name "captive.html" in the Link box. We will not create this page; we will pretend it exists. Or you can follow the steps below for External Links and link to an existing web site rather than "captive.html".

- Save your web page.

2. **External Links:** links to other pages or web sites you have NOT created.
   - o Select the text: Portland Oregon Zoo.
   - o Type in the web address or URL of the Zoo's Web site http://www.oregonzoo.org/ (See **note**** for instruction on copying URLs from the Web browser to use as links) in the Link box in the Property Inspector.
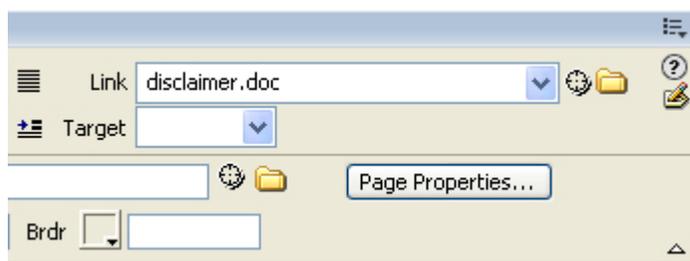   - o Save your Web page.
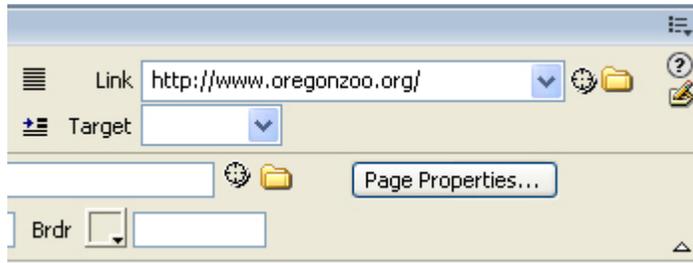
NOTE**: To easily copy a web address from someone else's Web site:

1. Open the Web browser and navigate to the page you want a link to.
2. Double click in the URL or Location box that shows the entire web address.
3. Click on the Edit menu and select copy.
4. Switch back to Dreamweaver.
5. Click in the link box in the Property Inspector.
6. Hold down the control key and press the V key (Keyboard Paste command is necessary -- Using the Edit menu paste option will NOT work.)

3. **Non-HTML Links** -- links to pages that are not Web pages, but may be Word documents, spreadsheet files, text files, etc.

1. Select the text: Copyright/Disclaimer Statement.
2. Type the file name disclaimer.doc in the Link box in the Property Inspector. We will create this document next.
3. Open a web browser and type this url http://www.vancouver.wsu.edu/vis/online/html/stdiscl.htm into the address bar. This web page contains the disclaimer text that we will need for our "disclaimer.doc".
4. Highlight all of the text and copy it (Edit > Copy).
5. Next, Open Microsoft Word and create a new document to paste the copied text into. Enter your name and userid where directed with in the text.
6. Save this file as disclaimer.doc in your main website folder.
7. Save your Web page.

Remember you can format these text links however you want just like you did with the headings at the top of the page. NOTE: If you want to change the color of the links on your web pages you do that by clicking on the Modify menu and choosing Page Properties. Link colors are set by browser defaults. Changing the text color of a link using the Property Inspector will not change this default for the links on your page. So if you want your links to be a different color from the normal browser default of blue, you will need to change them in the Page Properties. There are several other choices you can make in the Page Properties, some of which we will discuss later:
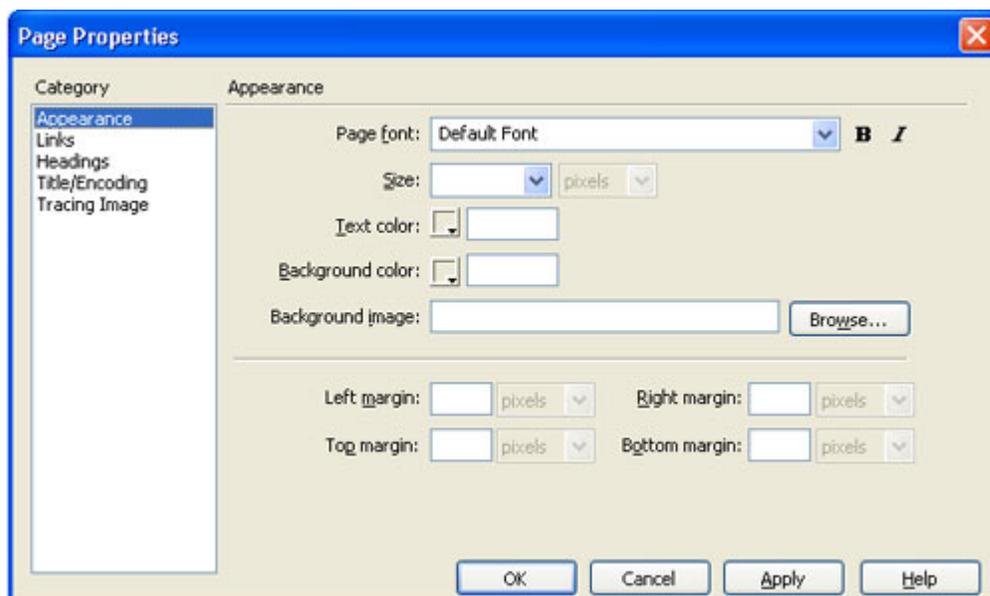
E. Resizing the Table to set up Large Content area

We want to make our table cells the correct size to contain the necessary information whether that is a title, navigation, or content. To resize the columns of our table:

1. Move the mouse pointer to the border between the two columns until you see the double arrow mouse.
2. Click and hold down the mouse button and drag the mouse toward the left side of your table. You will need to decide how big or small to have your navigation area, but a good size content area is important.
3. Save your Web page.

F. Content Area of Your Web Page

Now we are ready to add content to the home page. Keep in mind some basic principles of web design. This home page content will need to say what the whole web site is about, who will be interested, what will they be able to see or do or find at this site.

1. **Entering Text:**

- Click in the third (empty) table cell.
- Type in a Welcome Heading such as "Welcome to Elephant Press" and press the enter key.
- Select the text and change the font size, color, alignment and font face by changing them in the Property inspector as before:

Font Face   Text Size   Text Color   Text Alignment
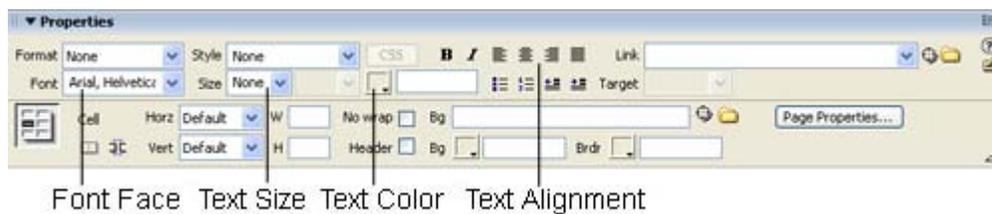
- Save your Web page.

2. **Inserting Objects on your page:**

Objects on a web page include items like tables, images, horizontal rules, links, and line breaks. We have inserted a table and links using the Insert menu and using the Property inspector. Now we will learn how to use the Objects toolbar to insert other objects.

- The Objects toolbar is located at the top of your screen, under the main menu options.
- There are three menus of the Objects toolbar that you will be using most often: Common, HTML and Forms. To switch between object menus in this toolbar, click on the toolbar name and choose the menu you want to use.
- Each of the objects we use in these menus will be explained when and if we use them.

3. **Insert a Horizontal Rule**

- Change the Objects toolbar to HTML.
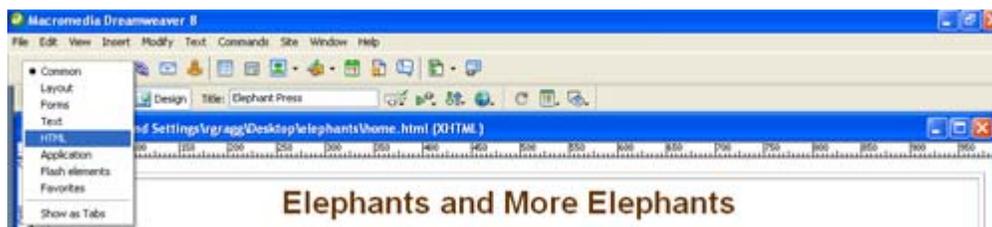
- Click to place the cursor below your welcome heading.
- Click on the Horizontal Rule Object in the toolbar to insert a horizontal rule where the cursor is.
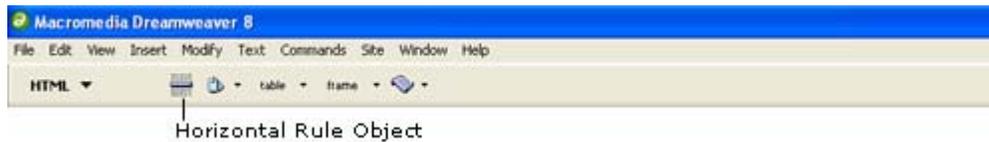
- The rule is inserted and the Property inspector changes to allow you to adjust the properties of the horizontal rule, if you wish.

- **Objects have names** that do two things: they make your object accessible to text browsers that don't show images or other types of objects and they allow speech browsers to speak a name instead of just "image". Horizontal rules, images, and tables all have names.
- Save your Web page.

4. **Editing the table object:**

This is a good time to go back and add a name to our table and, at the same time, learn how to edit existing objects on our pages.

- Click somewhere on the inside borders of your table to select the whole table. When the Property Inspector shows the properties of your table you will know you have selected the table. Make sure you are selecting the whole table and not just a single cell, row, or column. The best place to click seems to be on the borders showing between the cells in the upper left or lower left corner.
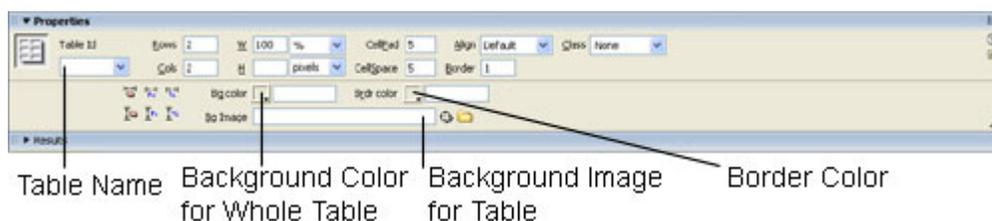
- In the tables properties, you can also choose a background color for the whole table, choose a border color, or even put a background image over the table. Experiment with these if you like. You may like a border color and then background color in one or two of the cells only.

- To add background color to individual cells, click in the cell and then add the color in the Property Inspector for that cell.
- NOTE: if you put background colors in cells or for the whole table, your background image for the whole page (later in this document) will not show through the table.

Background Image for Cell   Background Color for Cell   Border Color for Cell
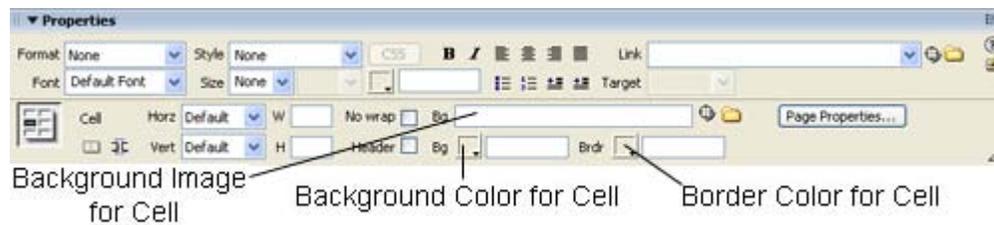
- Save your Web page.

5. **Inserting Images**

- Change the Objects toolbar back to Common.
- Click back in the content area cell, below the horizontal rule.
- Click on the image object in the object toolbar.
- Navigate to where your image is in the Select Image Source dialog box. (See NOTE below**.)
- Click on the image to select it.
- Click on the OK button to insert the image.
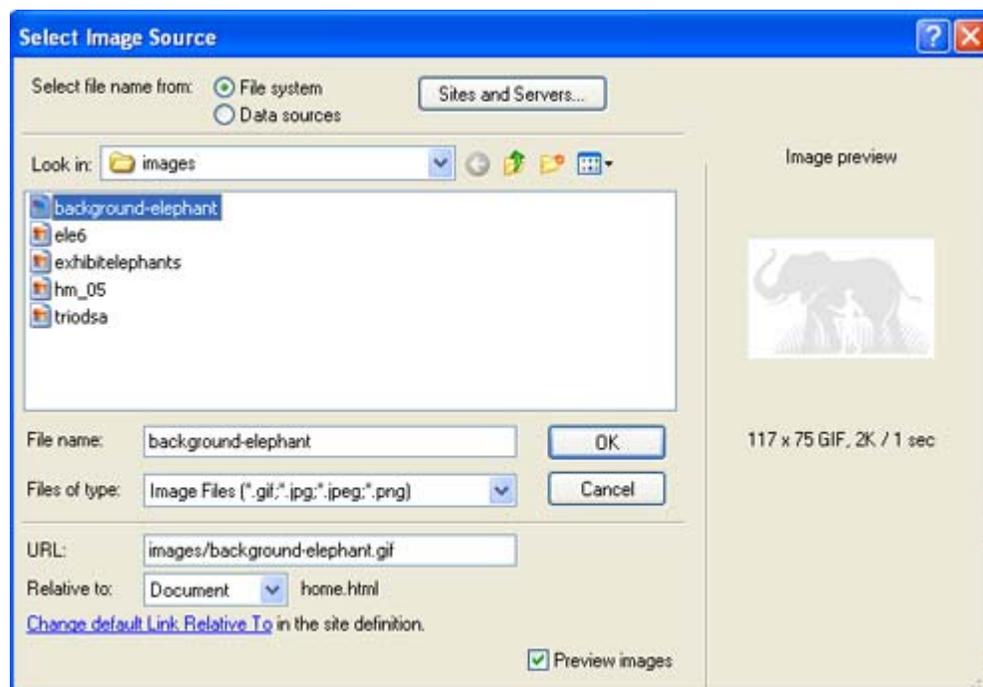
- The Image Tag Accessibility Attributes box may appear next if the dialog box has been activated in preferences.

Within this dialogue box we can enter alternative text and provide a link to a longer description of the image (please see Explanations of Image Properties below for more information about alternative text a.k.a. Alt attribute).

We will not be using the long description option for this tutorial.

- For this example you could enter elephant_background for the alternative text. Click OK to insert the image with the alternative text.
- NOTE: Choosing cancel will still insert the image in your document but Dreamweaver will not associate accessibility tags with the image.
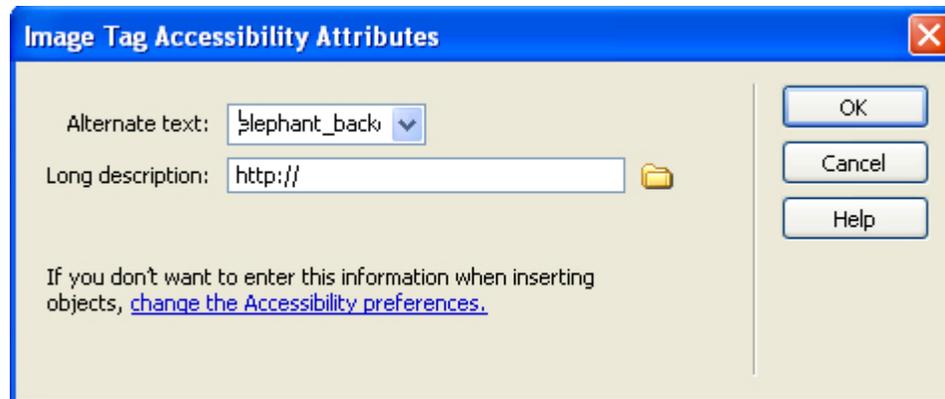
- You may also get a message about saving the image to a different location. Click on the "No" button.

NOTE: Saving image files from the Web:

1. Find an image you would like to use on the Web.
2. Right click on the image
3. Click on Save Image As
4. Save the image to your images folder located within you main web site folder.

IMPORTANT: Do not use images unless you know they are either copyright free or they are your own images you have scanned. Most images on the web have copyright protection even if it is not clearly evident. Always get permission or only go to sites that have free images. Do a web search on free images to find sites.

- Click once on an image to select it. You will then be able to change the properties in the Property Inspector.
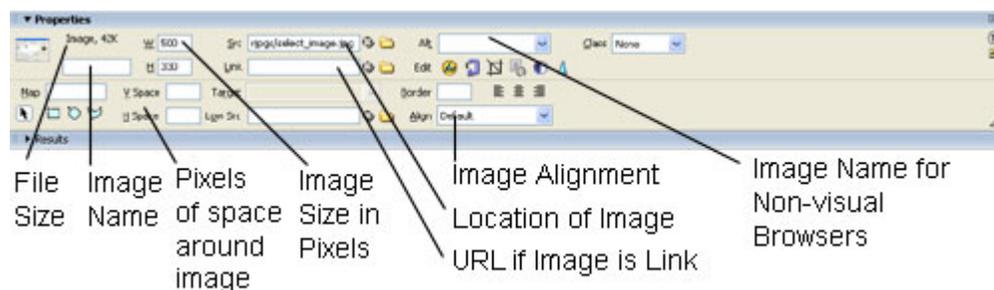
- Save your Web page.

Explanations Of Image Properties

W and H reserve space for an image on a page as it loads in a browser. Dreamweaver automatically fills these fields with the image's original size. Default and unlabeled values are pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), and cm (centimeters), and combinations there of, such as 2in+5mm; Dreamweaver converts the values to pixels in the HTML source code.

If you set W and H values that do not correspond to the actual width and height of the image, your image may not display properly in a browser. (To restore the original values, click the field labels.) You can change these values to scale the display size of this instance of the image, but this does not reduce download time because the browser downloads all image data before scaling the image. To reduce download time and to ensure that all instances of an image appear at the same size, use an image editing application (such as Photoshop) to scale images.

Src specifies the source file for the image. Click the folder icon to browse to the source file, or type the path. For information on entering paths, see Absolute paths.

> **Absolute paths** provide the complete URL of the linked document, including the protocol to use (usually http:// for Web pages). For example, http://www.macromedia.com/support/dreamweaver/contents.html is an absolute path. You must use an absolute path to link to a document on another server. You can also use absolute-path links for local links (to documents in the same site) but that approach is discouraged; if you move the site to another domain, all of your local absolute-path links will break. Also, using relative paths for local links provides greater flexibility if you need to move files within your site. Note: When inserting images (not links): if you use an absolute path to an image that resides on a remote server and is not available on the local hard drive, you will not be able to view the image in your document window. Instead, you must preview the document in a browser to see it. If possible, use document

or root-relative paths for images.

Link specifies a hyperlink for the image. Drag the Point-to-File icon to a file in the Site window, click the folder icon to browse to a document on your site, or type manually the URL path.

Align aligns an image and text on the same line. Use the Property toolbox to set the alignment of an image in relation to the other elements in the same paragraph or line. HTML does not provide a way to wrap text around the contours of an image, as you can with some word processing applications. You can align an image to text, another image, a plug-in, or other elements in the same line. You can also use the alignment buttons (left, right, and center) to set the horizontal alignment of an image.

Browser Default generally specifies a baseline alignment. (The default may differ depending on the site visitor's browser.)

Baseline and Bottom aligns the baseline of the text (or other element) to the bottom of the selected object.

Top aligns an image to the top of the tallest item (image or text) in the current line.

Middle aligns the text baseline with the middle of the selected object.

TestTop aligns the selected object with the top of the tallest character in the text line.

Absolute Middle aligns to the absolute of the current line.

Absolute Bottom aligns to the absolute bottom (which includes descenders, as in the letter g) with the bottom of the selected object.

Left places the selected object on the left margin, wrapping text around it to the right. If left-aligned text precedes the object on the line, it generally forces left-aligned objects to wrap to a new line.

Right places the object on the right margin, wrapping text around the object to the left. If right-aligned text precedes the object on the line, it generally forces right-aligned

objects to wrap to a new line.

Alt specifies alternate text that appears in place of the image for text-only browsers or for browsers that have been set to download images manually. For visually impaired users who use speech synthesizers with text-only browsers, the text is spoken out loud. In some browsers, this text also appears when the pointer is over the image.

V Space and H Space add space, in pixels, along the sides of the image. V Space adds space along the top and bottom of an image. H Space adds space along the left and right of an image.

Border sets the width, in pixels, of a border around the image. Enter 0 for no border. You can apply a border to both linked and unlinked images. You set link color in the Page Properties dialog box. If you set a border for an image which has no links, the border will be the same color as text in the paragraph in which the image is inserted.

6. **Inserting a Background Image**

Sometimes it is fun to have an overall background image on your web page. You need to be very careful that the image does not overwhelm the text or other images. Remember that the main purpose of your web site is not usually the background image. To insert a background image on your page:

- Click on the Modify menu.
- Click on Page Properties
- Click on the Browse button next to the Background Image box. This is one way to find the images if you cannot remember the file name.
- Navigate to your image in the Select Image source dialog box.
- Click on the image to select it.
- Make sure the Relative To: box has "Document" in it. This will keep the image in the same folder as your web page.
- Click on the Select button.
- Click on the Apply button in the Page Properties dialog box.
- Click on the OK button in the Page Properties dialog box. The background image will be tiled across your web page.
- NOTE: If you chose a table background color earlier, you will notice that the Page background image will not show on your table. To have your table included in the background image, remove the background color on the table by doing the following:
    1. Select the whole table. (Be careful to select the whole table and not just one cell.)
    2. Click on the Bgcolor arrow in the Property Inspector to get the color picker.
    3. Click on the Default color button to remove the color.
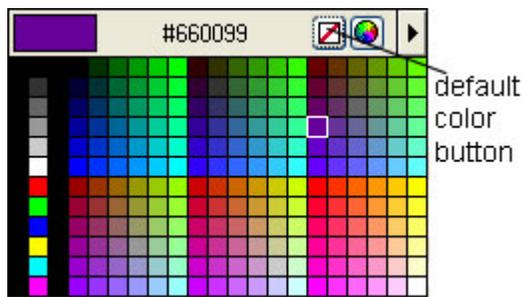
- Save your Web page.

7. **Add text content to Web page**

- Add content that explains the purpose of this Web site. Remember this home page should explain what the site is about, whom it is for, and what can be found there.
- Add Courtesy section.
    1. At the end of your main content, type in your contact message. For example:
       You can contact me by emailing: yourname@youraddress
    2. Select the address part of the text.
    3. Click in the link box in the Property Inspector.
    4. Type in *mailto:yourname@youraddress* (inserting your email address. Note that there are no spaces between those letters.)
        - Another way is to highlight your email address, then click on the email object in the Objects toolbar
        - In the Text box, type in the text that you want to be the visual cue. A visual cue is the actual text the user can click on. As a courtesy it is good to type in your actual email address, then a person can write it down if their browser is not set to send mail.
        - Type your actual email address in the E-Mail box
    5. Save your Web page.

III. Creating the Next Web Page

You can follow Step A any time you want to create another Web page using the same design. Remember - never recreate the wheel. On this second page we will change the title of the page, remove the background image, put some colors in the table cells, add an ordered list and an unordered list, and an additional table inside of the existing one.

A. Save Your Existing Web File With A New Name

1. Open home.html in Dreamweaver.
2. Click on the File menu.

3. Click on Save As.
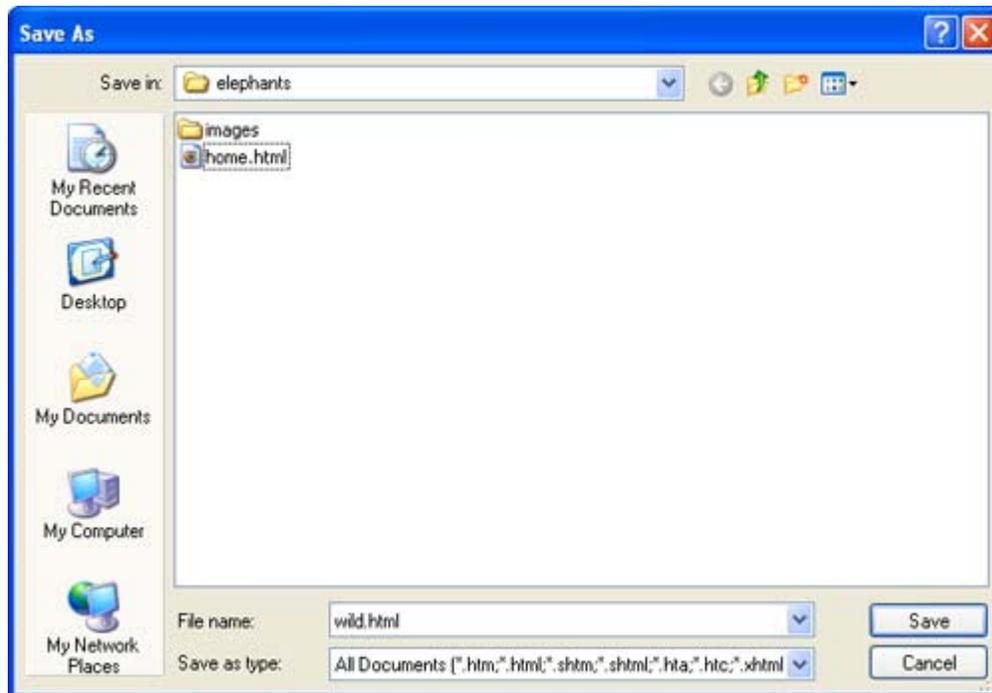
4. Make sure you are saving this file to the same place as the home.html.
5. Rename the file in the File name: box. (For example: wild.html)
6. Click on the Save button. You now have a second Web file that has the same design, structure, and links as the home page. All you need to do is change the title and change the main content area.

B. Change Web Page Title

1. Select the text in the Title: box on the Dreamweaver toolbar. Or go to the Modify menu, to Page Properties, and change the title there by selecting Title/Encoding in the Category Window.
2. Type in a new title for your second page. For example: Elephants in the Wild.
3. Save your Web page.

Document Title
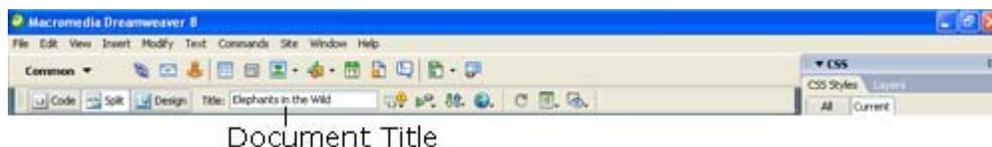
C. Remove the Background Image

1. Click on the Modify menu.
2. Click on Page Properties.

3. Select the file name in the Background Image: box.
4. Press Delete on the keyboard.
5. Click the OK button

D. Remove Contents From The Content Area Cell Of The table

1. Select all of the content area except the courtesy section at the bottom of the cell.
2. Press Delete on the keyboard.
3. Leave the Heading across the top and the Navigation down the left side for consistent design layout and navigation that makes for a good Web site.

E. Add Background Color To The Table Cells

1. Click in the top (first) cell of the table.
2. Click on the Bg box (background color for cell) in the Property Inspector.
3. Choose a color for that cell.
4. Click in the navigation cell.

background image for cell   background color for cell   border color for cell
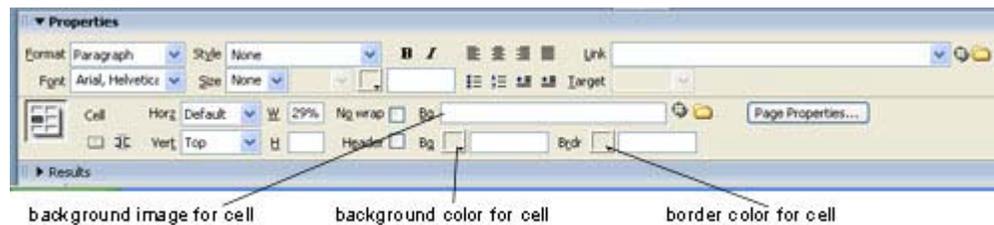
5. Click on the Bg box in the Property Inspector.
6. Choose a complimentary color for that cell.
7. Leave the content area cell white. Your content (usually the most important part of your page) needs to be readable. Background color tends to "drown out" text heavy pages.

F. Add New Content

1. Type in a new heading for the content area. For example: Elephants Going Wild.
2. Format the heading the same way you did on the first page.
3. Insert a horizontal rule under the heading.
4. Add content that explains the purpose of this page. Remember this is not the home page so you will want to briefly explain what this page is about, whom it is for, and what can be found there. As part of the content we will be including lists, anchor links and a table.
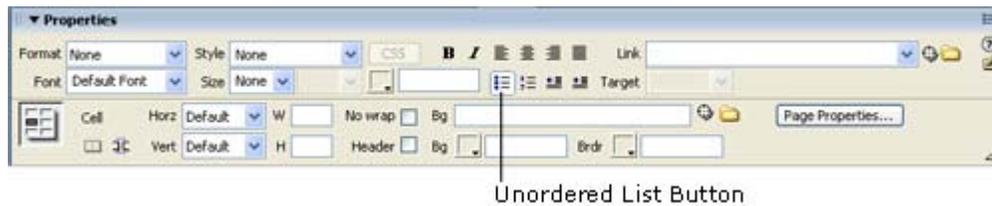
G. Adding Unordered (Bulleted) Lists

1. Place your cursor after the description of your page.
2. Press Enter on the keyboard.
3. Type the following text, pressing the Enter key after each entry. These three items will later become anchor links that jump to places further down the same page.

   Breeding in the Wild

   Feeding in the Wild

   Endangered?

4. Select the three lines of text.
5. Click on the unordered list button in the Property Inspector.

Unordered List Button

H. Adding Ordered (Numbered) Lists

1. Place the cursor after the bulleted list.
2. Push return/enter to move the cursor down a line.
3. Type the following text, pressing the Enter key after each entry.

   Some Great Web Resources on Elephants:

   http://www.pbs.org/wnet/nature/elephants/ (Nature: Elephants of Africa)

   http://www.livingwithelephants.org/ (Living With Elephants Foundation)

   http://www.save-the-elephants.org (Save The Elephants)

3. Select the text -- Some Great Web Resources on Elephants and format with bold.
4. Select the three web URL lines.
5. Click on the Ordered list button on the Property Inspector.
6. Link these three lines to their external Web sites. (Hint: you have the URL for the link right in the line.)

I. Adding Anchor Links To Your Page

An anchor link is a hypertext link that takes you to another spot on the same web page instead of to another page or another web site. The "Back To Top" link is a common example of an anchor link that allows a person to jump back to the top of a web page without scrolling. For web pages that contain long passages of text information, the anchor link is a great way to allow your viewer to get quickly back and forth on the page without having to scroll for information.

- Create a table.
    1. Place the cursor below the ordered list on your page.
    2. Insert a table with three (3) rows and two (2) columns.
    3. Set the table border at 6.
    4. Click OK.
    5. Type in a name for the table in the Property Inspector.
    6. Choose a border color that compliments the cell colors you chose earlier.
    7. Type Breeding in the Wild in the first row.
    8. Type Feeding in the Wild in the second row.
    9. Type Endangered? in the third row.
    10. Change the vertical alignment in each cell to "top".
    11. Change the horizontal alignment in the first cell of each row to "center".

- Create a place to jump to (The Name Anchor)
    1. Place the cursor at the beginning of Breeding in the Wild in the first row.
    2. Click on the Named Anchor object in the Common Objects Toolbar.

    3. Type in breeding in the Anchor Name: box.
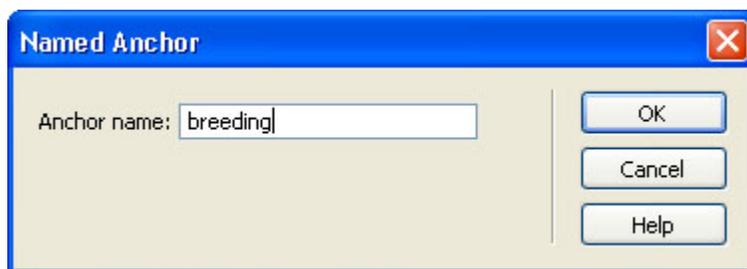
    4. Click the OK button. The anchor icon is now next to Breeding in the Wild.
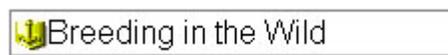
    5. Repeat steps 2a through e above with the rows two and three of the table. Name the anchors "feeding" and "endangered".

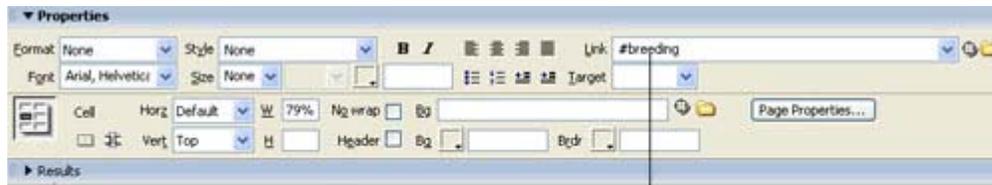- Create hypertext links to jump to the anchors.
     5. Select the Breeding in the Wild text in the unordered list.
     6. Type #breeding in the Link box in the Property Inspector. The # sign indicates a link to an anchor with that name on the same page.

anchor link with # sign

     3. Select each of the next two items in the list and type in the appropriate anchor link in the Property Inspector. Don't forget to start the link with the # sign.

- Save your Web page.

IV. Adding a Form

On the home page, we will put a simple mailto form so that people can order more information about Elephants by purchasing the fantastic book you have written about your own experiences. There are many methods that forms use to send and/or process information. A mailto form is the simplest. It takes the information inputed into the form fields and mails that information to the email address supplied in the form setup. Other forms may require cgi or perl scripting. We will not be looking at those types of forms in this workshop.

- Some things to think about when putting forms on your page:
     o what is the purpose of the form?
     o what information do you want to gather?
     o what information do you need to supply?

Open your home page in Dreamweaver. Go to the bottom of the page just above the courtesy section and put your cursor in the empty space. Type in the text: "Order Elephants: Yours, Mine and Ours", press the enter key and type in "Latest Book by "your name"". Press the enter key. You are now ready to create your form.

A. Insert a Form Object

1. Click on the Insert menu
2. Click on Form in the Form fly-out menu. This will insert the initial form tags to place the form objects in. In Dreamweaver, this is indicated by a red box on your page. Always make sure you are inside of the red box when inserting form objects.
3. Enter a name for your form in the Property Inspector.

4. Enter mailto:youremail@youraddress in the Action box.
5. Leave the method as POST.
6. Type text/plain in the Enctype box.
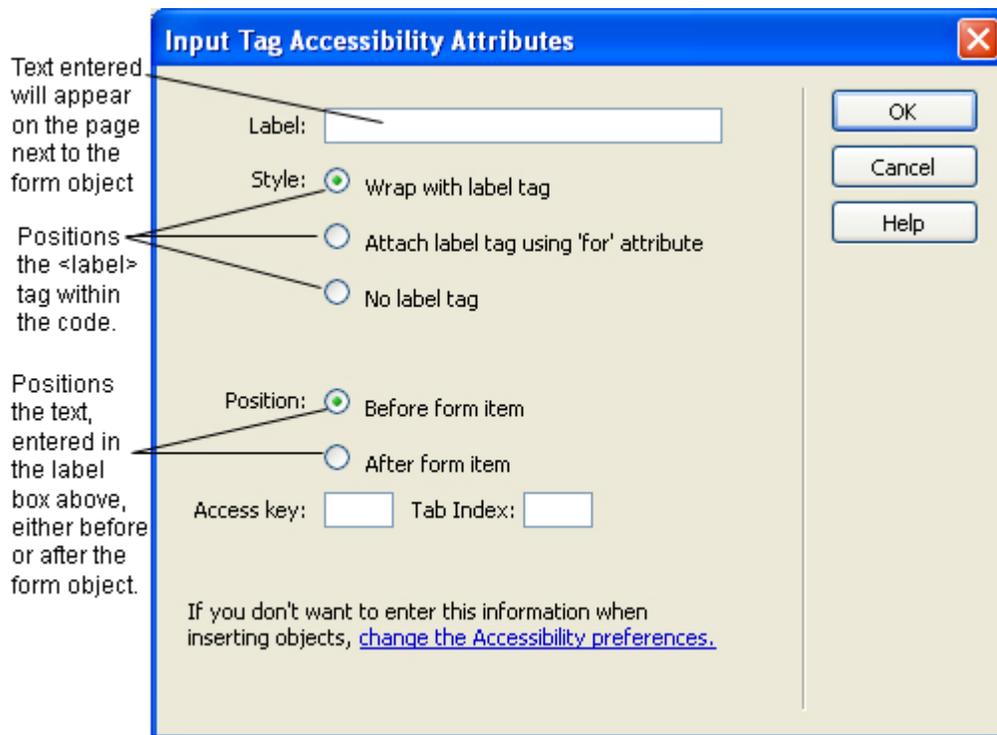

B. Form Objects

When choosing "Form" from the Insert menu, several "form object" choices are available other than the generic "form" choice. They are as follows:

1. Text Field - for entering text
2. Textarea - provides a space of set dimensions in which the user may input data
3. Button - for the submit or reset buttons
4. Checkbox - for when there is more than one selection possible
5. Radio Button - for when there can be only one item selected
6. List/Menu - for when there is a list of items to select from
7. File Field - for allowing a users to browse for file on their computers and upload the file as form data
8. Image Field - for making graphical buttons
9. Hidden Field - stores information entered for use in later visits to the site
10. Radio Group - lets you dynamically pre-select a radio button within a group of buttons when the page is displayed, or when a record is displayed within the HTML form
11. Jump Menu - a popup menu for linking to documents, files, or other pages/sites
12. Fieldset - a container tag for a logical group of form elements
13. Label - provides a way to structurally associate the text label for a field with the field

C. Insert a Text Field

Click on the Insert menu

1. Click on Form.
2. Click on Text Field. This will place a text field in your form.
   Note The Input Tag Accessibility Window may appear prior to inserting your form object. In this window, accessibilty options can be made. Screen readers will be able to read the label attribute. For our purposes while building this form, we will leave the Input Tag Accessibility Attributes as is and click OK.

The dialog box labeled **Input Tag Accessibility Attributes** contains:

Text entered will appear on the page next to the form object → **Label:** [   ]

Positions the <label> tag within the code. →
Style: ● Wrap with label tag
○ Attach label tag using 'for' attribute
○ No label tag

Positions the text, entered in the label box above, either before or after the form object. →
Position: ● Before form item
○ After form item

Access key: [   ]   **Tab Index:** [   ]

If you don't want to enter this information when inserting objects, change the Accessibility preferences.

Buttons: OK, Cancel, Help

3. Click on the Text Field object to select it.
4. Name the Field in the Property Inspector.
5. Enter 30 for the Character Width.
6. Enter 80 for the Max Characters.
7. Select Single Line for the type.
8. Type "Enter Your First and Last Name" in the Initial Value field.
9. Place the cursor at the end of the text box outside of the box.

Name of the field | Number of letters that will show | Total number of letters that can be entered | Number of lines to type in (use multi line for comment box) | Text that directs user what to type into field
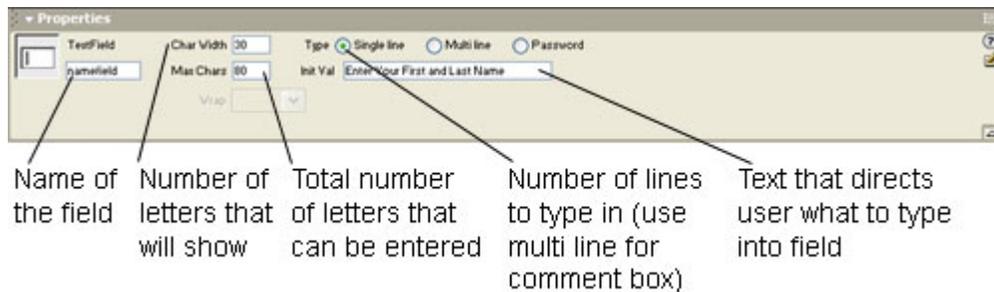
10. Insert another Text Field.
11. Name the Field: address.
12. Use 50 for Character Width, 100 for Max Characters, single line for type, and "Enter Your Complete Address" for the Initial Value.
13. Click at the end of this Text Field, outside of the text box.
14. Press the Enter key.
15. Your fields should look similar to the following:

Enter Your First and Last Nar	Enter Your Complete Address

D. Insert Checkboxes

Checkboxes are generally used to allow a person to select various items. Checkboxes allow more than one selection to be made. In this case, the user could select hardcover books and paperback books. Radio buttons are generally used when you want to allow the user only one choice.

1. Type in "Hardcover books $10.00 each".
2. Click on the Insert menu.
3. Click on Form.
4. Click on Checkbox. This will place a checkbox after the typed text.
5. Enter a name for the object.
6. Leave the other values in the Property Inspector as is.

Name of CheckBox

"Checked" would have the box
checked by default
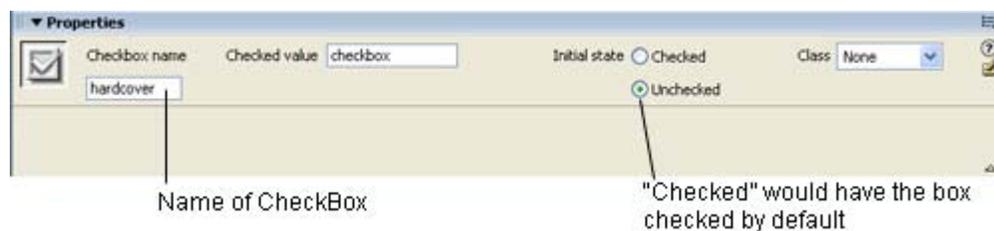
7. Click at the end of the checkbox outside of it.
8. Insert a line break. Using the insert menu go to HTML, then over to Special Characters, then select Line Break (or use the keyboard shortcut sift+enter).
9. Type in "Paperback books $5.00."
10. Click on the Insert menu.
11. Click on Form.
12. Click on Checkbox. This will place a checkbox after the typed text.
13. Enter a name for the object (paperback).
14. Leave the other values in the Property Inspector as is.

E. Insert List/Menu

1. Click in the space after the first (hardcover) checkbox.
2. Type in "Quantity".
3. Click on the Insert menu.
4. Click on Form.
5. Click on List/Menu. This will place a menu list after the typed text.
6. Enter a name for the object (quantity1 since we will have two quantity objects).

7. Select Menu for the type.
8. Leave the Initially Selected area blank.

Name of the   List or   What will be   To edit items in the
List/Menu   Menu   preselected   List or Menu

9. Click on the List Values button.
10. Enter the number 1 in the Item label box.
11. Press the tab key.
12. Enter the number 1 for the value.
13. Press the tab key to go to the next item.
14. Continue entering numbers in the item label and value boxes through the number 4, pressing the tab key after each number until you are in the value box with the number 4.
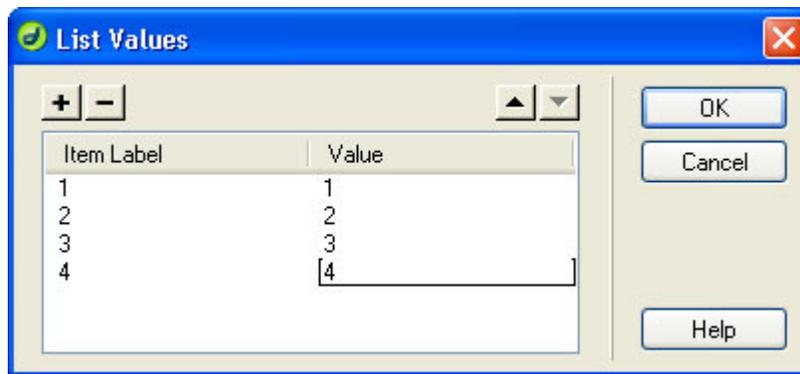
15. Click on the OK button. (NOTE: you won't be able to see these menu values in the editor, but you can by previewing the page in the Web browser (save the page, press F12 and click on the browser refresh button).
16. Click in the space after the checkbox for Paperback books.
17. Type in Quantity.
18. Insert another List/Menu object. This time select List as the type of object.

Number of list items   Allows user to select
you want to be showing   more than one item
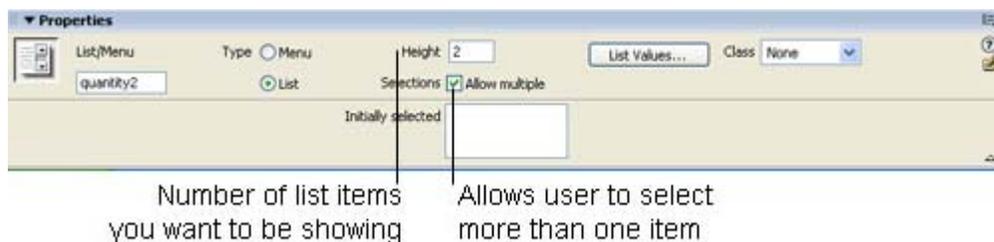
19. Enter quantity2 for the object name.
20. Enter 2 for the Height. This is the number of items that will show in our list.

21. Check the box for Allow Multiple. This allows the user to choose more than one item in the list (While not practical for this particular list, it is useful for other types of lists.).
22. Click on the List Values button and enter the numbers 1 through 4 just as with the first list/menu object.
23. Press the Enter key.

Your form should now look similar to this:
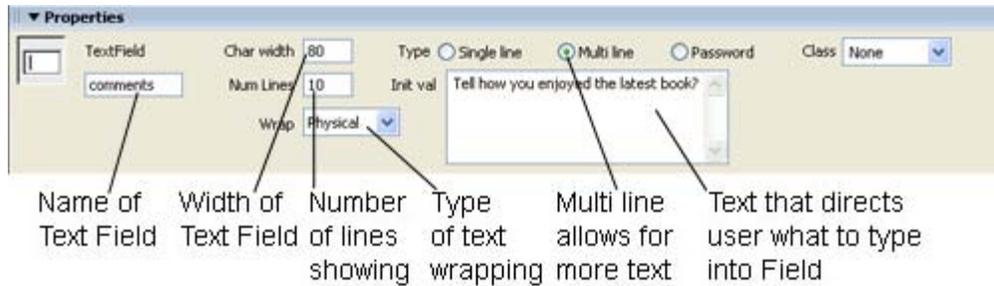

F. Insert Radio Buttons

1. Insert another line break after the quantity list.
2. Type "Would you like your book(s) gift wrapped? Yes".
3. Insert a radio button (From the "Insert" menu go to the "Form" fly-out window and choose "Radio Button")
4. Click on the radio button to select it. In the property inspector type "yes" in the name field of the Radio Button. Leave the Checked value box text as "radiobutton". Choose "Unchecked" for the initial state of the radio button.
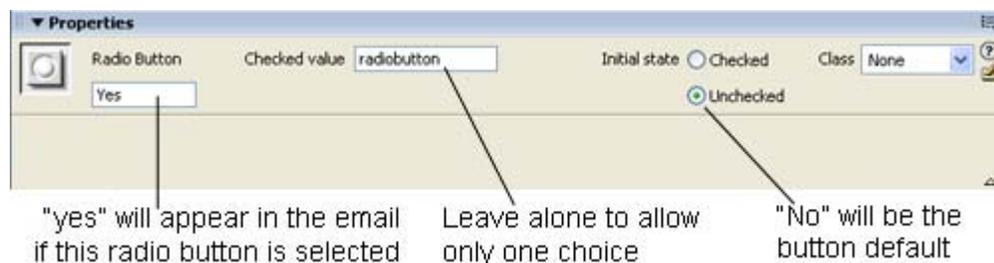
G. Insert A Multi Line Text Field
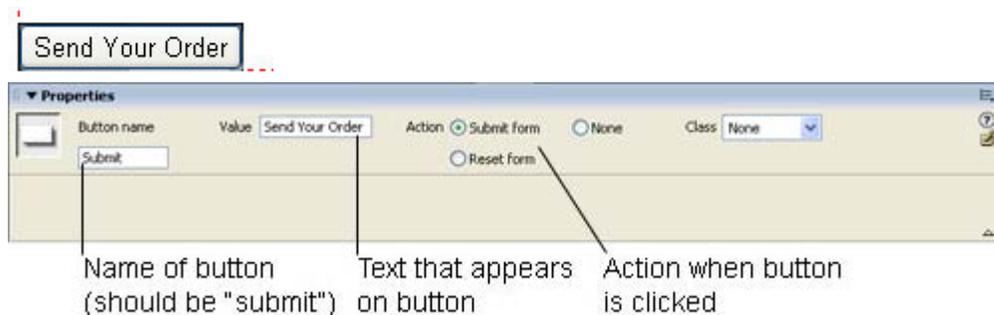
1. Insert a line break.
2. Insert a text field (From the "Insert" menu go to the "Form" fly-out window and choose "Text Field")
3. Click on the text field to select it. In the property inspector type "comments" in the TextField name box.
4. Click the Multi line radio button. This will allow the text to scroll if multiple lines of text are entered in the text field of the form.

5. Type 80 for Char width and 10 for Num Lines.
6. Select "Physical" for text wrapping.
7. Enter some text for the Int val which will appear in the text field. For this example we have typed "Tell how you enjoyed the latest book".
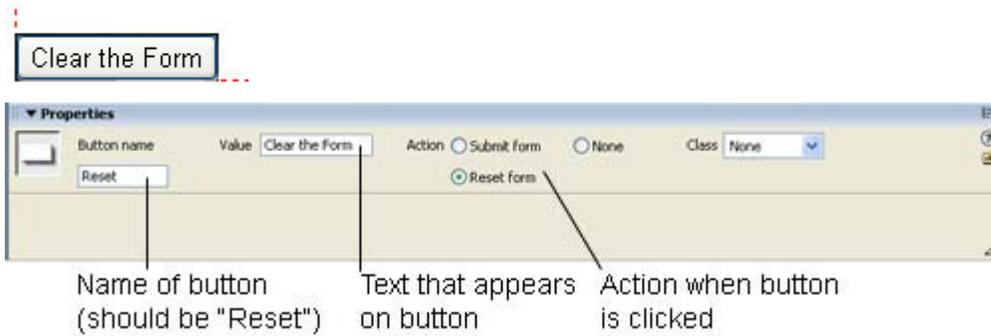

Name of | Width of | Number | Type | Multi line | Text that directs
Text Field | Text Field | of lines showing | of text wrapping | allows for more text | user what to type into Field

H. Insert Submit and Reset Buttons

1. Insert another line break after the "text field".
2. Insert a button (From the "Insert" menu go to the "Form" fly-out window and choose "Button")
3. Click on the button to select it. In the property inspector type "Submit" in the Button name box.
4. Change the Value to "Send Your Order". This is the text that will appear on the button.
5. Click the "Submit Form" radio button for the action.

Name of button | Text that appears | Action when button
(should be "submit") | on button | is clicked

1. Click to the right of the "Send Your Order" button.
2. Insert another button (From the "Insert" menu go to the "Form" fly-out window and choose "Button")
3. Click on the button to select it. In the property inspector type "Reset" in the Button name box.
4. Change the Value to "Clear the Form ". This is the text that will appear on the button.
5. Click the "Reset form" radio button to set the buttons action.

Clear the Form

| | Button name | Value Clear the Form | Action ○ Submit form ○ None | Class None |
| | Reset | | ○ Reset form | |

Name of button   Text that appears   Action when button
(should be "Reset")   on button   is clicked

Once you have saved your document you can preview your web page in the default browser by pushing F12, or from the objects toolbar, click the "Preview/Debug in browser" Earth shaped icon and select a browser from the list.